



801.3AP Implementation of Automated External Defibrillators (AED)

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AMENDED: 2010.03.17

REVIEWED:

LEGAL REFERENCE:

- Alberta OHS Regulation (AR 62/2003) Part 13
- Emergency Medical Aid Act, Chapter E-7

CROSS REFERENCE:

- [801BP Facilities Operations](#)
- [801.1AP Workplace Health & Safety](#)
- [801.4AP Emergency Procedures](#)

DEFINITIONS:

Automated External Defibrillator (AED) – means a device that is:

- used to administer an electric shock through the chest wall to the heart;
- contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiological signals;
- guides the user through the process of using the device by audible or visual prompts

PROCEDURES:

1. Develop a Committee
 - 1.1. The first and most important step in the development of an AED (Automated External Defibrillator) Program is forming a committee. The committee formed is to include:
 - 1.1.1. Occupational Health and Safety Coordinator
 - 1.1.2. School Representative(s)
 - 1.1.3. Medical Director (Local EMS or First Responder)
 - 1.1.4. AED Educator (Supplier of AED or CPR/AED Trainer)

2. Choosing a Supplier
 - 2.1. The Occupational Health and Safety Coordinator will organize reputable suppliers of AED's and invite them to put on a presentation of their product.
3. Funding
 - 3.1 It is up to the individual schools to raise the funds for an AED. Potential funding sources could be:
 - 3.1.1 Local Corporations/Industry
 - 3.1.2 Local Organizations
 - 3.1.3 Private Foundations
 - 3.1.4 Public Charities
 - 3.1.5 Local Fund Raising Events
 - 3.1.6 Parent Association
4. Placement of the AED
 - 4.1. The AED will be placed in an area where:
 - 4.1.1 it is easily accessible,
 - 4.1.2 can be accessed within the recommended 90 second time frame from collapse of the victim,
 - 4.1.3 increased physical activity occur,
 - 4.1.4 public gatherings occur.
 - 4.2. Once the location is selected, everyone who enters the building should be aware of the location of the AED. Signs should be posted throughout the school. The universal sign is available from the Occupational Health and Safety Coordinator.
5. Inspection and Maintenance
 - 5.1 An inspection record should be attached or placed with the AED and to be inspected by the maintenance department or designate as per manufacturers recommendations. Electrode pads and battery life must be checked along with ensuring the unit is in a ready mode.
 - 5.2 The AED cabinet is to be equipped with an alarm. This serves to alert people that it has been accessed or if someone is tampering with the unit.
 - 5.3. Maintenance costs of the AED will be included in the facilities maintenance budget.
6. Training in the use of the AED will be provided to staff through first aid certification.
7. Public Use
 - 7.1 Create public awareness. Convey the location and operational procedures of the AED through:
 - 7.1.1 newsletters to parents and community groups that use the facilities (e.g. sport programs, social programs, etc),
 - 7.1.2 include AED information and operational

- procedures in the facilities user agreement
 - 7.1.3 strongly encourage that a representative of the user group have a valid first aid certificate in CPR 'C' with AED certification.
 - 7.1.4 outside user groups to be orientated on the placement of the AED.
- 8. Operational Procedures
 - 8.1 Each school that is implementing an AED Program will follow a generic template provided by the OHS Coordinator for creating site specific operational procedures. These procedures will include the following:
 - 8.1.1 assessing the scene of the emergency,
 - 8.1.2 activating AED (staff responsibilities),
 - 8.1.3 CPR/AED procedure,
 - 8.1.4 after use procedure
 - 8.2. The operational procedures will be located in the Occupational Health and Safety Manual. A copy of the procedure will be left with the AED for reference.
 - 8.3 Administrators, teachers and staff should practice and evaluate response to sudden cardiac arrest (SCA) using the AED. These drills are to be included in the emergency drill practices as per 801.4AP Emergency Procedures.